

## **Cal Transportation Team Grant Proposal**

### **June 29, 2021**

The grant proposal serves as documentation regarding the organizational and financial structure of your organization. The grant proposal will be used to assess delivery of commitments from year to year, and will be used by the grant review board to determine grounds for approval of your request.

The grant proposal must contain the following sections and answer all questions outlined below.

#### **1. Executive Summary**

- Explain the mission and vision of your organization and highlight key goals you intend to accomplish in the 2021 – 2022 academic year.

Cal Institute of Transportation Engineers (ITE) aims to serve as an avenue for transportation enthusiasts across all majors to gain professional skills including networking, resume building and workshops. Cal ITE hosts career panels and other workshops to give students more insight on their career pathways in the transportation industry after graduation. Cal ITE is one of many ITE chapters that participates in their annual international meeting as well as other leadership events around the country.

Alongside procuring student opportunities as highlighted in the preceding section, Cal ITE's key goals for the 2021-2022 academic year involve:

- 1) Host engaging and informative panels and workshops to help students improve their resumes and gain more insight into their futures.
- 2) Collaboration with JFC and ASCE into developing a stronger, more cohesive CEE community, better prepared to serve the varying interests of its members.

#### **2. Statement of Agreement to Terms & Conditions**

- Indicate in writing your organization's agreement to all terms and conditions as outlined in this document.

Cal ITE agrees to the stipulated conditions and pledges to fulfil its responsibilities.

#### **3. Organization Description and Management**

- Describe the purpose of your organization and its role in the CEE community.

As described in the preceding section (Section 1), Cal ITE's primary focus is in providing its members with valuable panels and workshops giving insight on the transportation industry. While the annual ITE conference serves as an avenue to explore more career pathways as well as developing valuable connections with professionals. Cal ITE shall primarily aim to provide members with structured training and opportunities for career advancement through, but not limited to:

- 1) Resume Workshops
- 2) Alumni Panels
- 3) Transportation seminars
- 4) Transportation technical workshops in collaboration with Cal Transpo and outside companies
- 5) Advising and technical discussions with transportation faculty during office hours.

- 6) Forming connections with advisors from transportation companies, practicing engineers/planners.
- 7) Recruiting potential students to join CEE and the team and support them with class advice, and other decisions necessary at Berkeley

Cal ITE also hopes to play a bigger role in developing the greater CEE community outside the transportation niche. Beyond demonstrating to transportation enthusiasts that there is a place for them in the CEE community, Cal ITE expects to, among others:

- 1) Help with fundraisers and events.
- 2) Help with departmental recruiting of potential first years
- 3) Serve as promotional material to the CEE department by demonstrating breadth and depth of departmental offerings and opportunities.

· Explain the key positions/roles in your organization and create an organizational chart outlining general tasks and relationships between key positions.

Position	Description	Person	Contact Info
President (co)	Managing club affairs, in charge of outreach to companies, organizing panels and workshops	Kady Hsu	kadyhsu@berkeley.edu
President (co)	Managing club affairs, in charge of outreach to companies, organizing panels and workshops	Jordan Collins	jcollins36855@berkeley.edu
Vice President	Assisting the president with any needs, communicating between members and the president	Garett Davis	garett558@berkeley.edu
Treasurer	Manages Finances, reports directly to President	Raymond Huang	raymondhuang@berkeley.edu
Social Chair	Organizing social events with current student members and alumni, organizing potential retreats	Valerie Haines	valerieh99@berkeley.edu

- Identify specific risk management processes.
1. Identify possible risks and impacts.
  2. Evaluate risk likelihood and analyze the severity of consequences
  3. Develop risk management plans for identified risks by identifying possible aversion alternatives and evaluating the costs of such approaches.
  4. Follow up the risks according to established standard operating protocols.

#### 4. Goals

· Describe your organization’s SMART (Specific, Measurable, Assignable, Realistic, and Time-Related) goals for the 2021-2022 academic year

- Secure sponsorship and advisors.
  - Kady and Jordan: Send emails to past sponsors and other contacts asking for sponsorship. Reach out to 40 sponsors.
  - Goal: Secure at least 10 sponsors by the end of October (at least 1 new sponsor).
  - Raymond: Ensure receipts are sent out to sponsors within 2 weeks.
- Kady and Jordan: Recruit at least 10 new members by the end of November.
  - Participate in all recruitment fairs.
  - Develop a recruitment/elevator pitch and practice it in August.
- Host at least 5 career panels during the academic year. Aim to expose members to many different post graduation pathways from continuing education as well as varying levels of management within the industry.
  - Kady: Reach out to sponsors and past sponsors including Kimley-Horn and SF MTA.
  - Include professionals of varying positions/experience level (recent graduates, managers, directors, executives, etc.)
- Valerie Haines: Host a social with students and alumni at least once a semester
  - Aim to have at least 60% participation.
- Garrett Davis: Host a professor dinner at least once during the academic year
  - Begin planning/outreach for the event by September
  - Aim to have at least 5 professors present
- Kady and Jordan: Run workshops to train and educate members as well as expose them to practical experience. At least 3 workshops will be held throughout the academic year.
  - Workshop ideas: 2 Resume workshops in the fall, elevator pitch workshop in the spring, interview/networking workshop in the winter.
  - Aim to have at least 1 recruiter present at one of the workshops this year. Reach out to potential candidates by October.
- Valerie: Set up Cal ITE mentorship pairings
  - Have each underclassman participate in at least 3 coffee chats with upperclassmen by the end of September
  - Assign mentor and mentee pairings between underclassmen and upperclassmen by the end of October
  - Host a mentor reveal meeting at the end of October.

· Present your organization’s general deadlines, deliverables, and general schedule to accomplish these goals.

Activity	Deadline
Register as RSO	Before semester
Secure funding	Start of semester
Secure Sponsors	Ongoing

Leadership retreat	Labor day weekend
Info Session: SFMTA	Beginning of September
Info Session: HNTB	Beginning October
Info Session: Kimley-Horn	End of October
Info Session: Fehr & Peers	Beginning of November
Fall Social	End of fall semester
Professor's Panel	Beginning of February
Resume Workshop with Company TBD	End of February
Post Grad Pathways Workshop- Grad School vs Industry	Mid March
Networking & Elevator Pitch Workshop	Mid April
Spring Banquet / Senior Send off	Beginning of May
Spring Social	End of May

## 5. Affiliations

- Name each person, organization, and company with which your organization is affiliated with.

Party	Representative	Relationship	Expectations and Obligations
CEE Department	Julia Konopasek	Sponsoring department	Provide promotional materials and assist in recruiting efforts, help new students
ASCE-JFC	Kai Leong	Parent Organization	As outlined in attached contract
Cal Transportation Team	Michael Leong	Current sister organization (independent)	None
Professor Alexander Skabardonis	-	Faculty Advisor: Provides consultation on proposed solutions for Transportation Paper	None
Sponsors - TBA			

## **6. Contributions**

- Aside from the minimum required contributions to ASCE-JFC, what will your organization commit to doing or providing for ASCE-JFC or the CEE department?
- How will your organization lead new student and prospective student outreach and support the CEE community?

Cal ITE is further committed to reaching out to new students through multiple avenues, namely social media. We believe our efforts will bolster the department's existing endeavors to encourage more students to apply and declare Civil Engineering as their respective majors. Cal Transportation Team's workshops and events are also expected to serve as publicity for the department, bolstering CEE's image as a well rounded department, suited to cater to the growing needs and interests of CEE students. We also believe that Cal ITE's public workshops will greatly benefit the greater CEE community in acquiring crucial design skills and familiarity with industry wide software that would enhance their marketability. Finally, we hope to secure extra funding for the department by generating interest in transportation companies to hold infoessions and referring them to ASCE. We would also love to be part of new student mentoring events and help students plan their curriculum here at berkeley.

## **7. Performance Evaluation**

- Evaluate your organization's performance on goals and commitments in the 2021-2022 academic year.

Cal ITE has fulfilled all obligations towards parent organizations and funding parties, including, but not limited to:

- 1) Attending all JFC meetings.
- 2) Sending representatives to vote on the ASCE 2021-2022 board
- 3) Attending infoessions
- 4) Providing adequate technical training for all interested members
- 5) Regularly hosting career panels and resume workshops
- 6) Maintained high retention rate from beginning of academic year to the end

Overall, most goals were met, and commitments were honored, with members being able to present a completed solution under an accelerated time frame. The club has made impressive progress understanding that the school year has been entirely virtual.

- Explain lessons learned from either fulfillment and non-fulfillment of your goals and explain how the organization plans to use those lessons to improve for the 2021-2022 academic year.

The 2020-2021 academic year has presented us with challenges from finding efficient ways to recruit new members to keeping students engaged during meetings. These challenges were not foreseen when the goals were set for the 2020-2021 school year, but we overcame them eventually. The issues with recruiting were overcome by recruiting through other CEE events as well as through word of mouth. To keep students engaged during the meetings, we scattered various icebreakers throughout the meeting. Furthermore, we took advantage of Zoom's breakout room functionality to push students to collaborate together to promote participation, collaboration, and leadership amongst all students.

## **8. Contingency Plan**

- In the event that your organization is unable to fulfill its role in the CEE community entirely or if your organization is unable to fulfill your goals, how will your organization proceed?

Cal ITE is committed to following through on its commitments and roles. We believe that with adequate risk management, extreme events are mitigatable. However in the event whereby we are unable to fulfil our role or goals in the CEE community entirely we are committed to managing the resulting effects in a structured manner, namely:

- 1) Identifying root cause of failure
- 2) Identifying extent of treatability of the problem
- 3) Tabulating remedial options
- 4) Negotiating and communicating with all relevant stakeholders
- 5) Acting on all possible avenues of mitigation and alleviation
- 6) Seeking support and guidance of all parent organizations on how best to proceed
- 7) Work with relevant stakeholders to prevent repeat of such issues, accepting possible sanctions along the way

- Describe your organization's rubric for self-assessment and determine standards for which your organization would consider itself in need of rehabilitation, suspension or dismissal.

Our metrics for self assessment involve:

- 1) Our ability to meet or exceed stipulated agreements.
- 2) Financial standing and ability to maintain liquidity
- 3) Feedback from students and whether our events and workshops were deemed to be beneficial for their personal and professional goals.
- 4) Opinion of advisors and sponsors

Standards for dismissal include, but are not limited to:

- 1) Breaking of contracts or inability to deliver on core promises
- 2) Missed payments and/or financial fraud/scandal
- 3) Placing outside an acceptable deviance from target goal
- 4) Bad feedback and/or complaints

Should the organization be found to be lacing in any of these areas, rehabilitative steps should be taken, with suspension or dismissal being a possible consideration in addressing the problem.

- Describe the general steps you would take as an organization to either rehabilitate, suspend, or dismiss the organization.

- 1) Notification of all stakeholders
- 2) Consideration of rehabilitation depending on severity of issue
- 3) Identification of root cause
- 4) Setting up investigative committee with third party members and authorities vetting the process.
- 5) Development of action plan and alternatives
- 6) Evaluation of all proposed alternatives
- 7) Execution of agreed plan

If suspension or dismissal is deemed a necessary action, department administrators will be contacted in order to mediate and oversee the process. Sponsors and team members will be notified, and all stakeholders will meet to discuss dissolution/suspension procedures.